

## **Administrative Assistant Job Description**

Perform a wide range of administrative and office support activities for the Town Chairman and Town Supervisors or other town employees as directed by the Chairman to facilitate the efficient operation of the organization.

### **Main Job Tasks and Responsibilities**

- Prepare and edit correspondence, communications, forms, presentations and other documents for approval of Town Chairman or Supervisors
- Design and maintain databases subject to approval of Town Clerk
- File and retrieve documents and reference materials
- Conduct research, and collect and analyze data to prepare reports and documents
- General clerical duties, including photocopying, faxing and mailing
- Arrange and co-ordinate meetings and events, prepare and post meeting notices and agendas
- Record, transcribe and distribute minutes of meetings as requested
- Liaise with constituents
- Co-ordinate project-based work

### **Education and Experience**

- Prefer at least 1-year experience providing support to executive(s)
- Proficient computer skills and in-depth knowledge of MS Office Suite
- Familiarity with WordPress and MailChimp preferred
- Knowledge of standard office administrative practices and procedures

### **Key Skills and Competencies**

- Work management skills including planning, prioritizing and organizing tasks to effectively meet deadlines and achieve specific results
- Strong communication skills, including listening actively, expressing oneself clearly and concisely and appropriate written communication skill
- Information management skills including collecting, reviewing and monitoring required information
- Problem analysis and problem-solving skills
- Initiative
- Confidentiality
- Team member/player
- Attention to detail and accuracy
- Adaptability